Access EOTA SharePoint Document Drop-Off
SharePoint Quick Guide

Access the EOTA SharePoint Document Drop-off to view, download, save and or print documents.

Step #1: Enter **https://sp.eota.energy.gov** into your browser url bar, then press ↵**Enter** key on your keyboard

Step #2: Enter correct **username** and **password**; if you do not have a username and password select REGISTER

Step #3: Click **Sign In**

> 📝 **Please Note:** Click **Register** if you do not have an EOTA Account.

Step #4: Click **EOTA Operations**

https://sp.eota.energy.gov

Sign In

Search this site...

""WARNING""WARNING""WARNING""WARNING""

This is a Department of Energy (DOE) computer system. DOE computer systems are provided for the processing of official U.S. Government information only. All data contained within DOE computer systems is owned by the DOE, and may be audited, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may disclose any potential evidence of crime found on DOE computer systems to appropriate authorities.

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""WARNING""WARNING""WARNING""WARNING""

General Information

Log In
Username:
Password:
Sign In
Forgot Password | Register

About Emergency Operations Training Academy

General Information and Training

The Emergency Operations Training Academy (EOTA) has established this

Important Links
• Domestic Nuclear Detection Office

> 💡 **Quick Tip:** Click the **Forgot Password** link to recover your password.

Site Actions ▾ | Browse | Page

Search this site...

EOTA Operations ▾ | DNDO Home ▾ | Other Sites ▾ | SharePoint Help ▾

IPT
Procurements
SP Integration

SharePoint Site for Emergency Operations Training Academy!

For help using SharePoint at any time, select the **SharePoint Help** tab above for training aids on a variety of site components and features. For additional questions, please contact the **EOTA SharePoint Coordinator** (Janet Lee janet.lee@nnsa.doe.gov 505-845-6617).

Log In/Change Password
Welcome TestDOE@nnsa.doe.gov
Change Password | Log Out

The SharePoint Sites

Emergency Operations Training Academy (EOTA)
This is a restricted SharePoint site used by EOTA members for course/project development and collaboration.

Domestic Nuclear Detection Office (DNDO)
The Domestic Nuclear Detection Office (DNDO) is a jointly staffed agency within the Department of Homeland Security. DNDO is the primary entity in the U.S. government for implementing domestic nuclear detection efforts for a managed and coordinated response to radiological and nuclear threats, as well as integration of federal nuclear forensics programs. Additionally, DNDO is charged with coordinating the development of the global nuclear detection and reporting architecture, with partners from federal, state, local, and international governments and the private sector.

Radiological Assistance Program (First Responders)
The First Responder's mission is to support our citizens and other first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

Training... it's what we do.

Lists
Libraries
Site Content
SandBox Documents
Virtual University
Training Tools
ETC
Resource Repository
Travel Tools
Travel Authorization & Expense Report

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Step #5: Click on **Document Drop-Off**, under EOTA Libraries in the side menu

Step #6: The Share Documents screen will appear, click the desired folder

Step #7: A list of all the files located in the selected folder will appear by:

- Type
- Name
- Last date it was modified
- Who it was modified by
- Checked out status
- Current version
- Check in status

Step #8: Click on the ▾ (drop down arrow) next to the desired file to view your options

Step #9: Select **Check Out** so that other team members know the file's current status

**Quick Tip:** Click the **Documents** or **Library** for additional tools and options.

Please Note: Your name appears in the **Checked Out To** column.

Step #10: Click on the blue title of the file that you just checked out

Step #11: Click on the **download link** at the bottom of your screen to open, download, save, or print this file

For SharePoint help: Scott Stoudenmire
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- sstoudenmire@itpnm.com

For EOTA LMS assistance: Janet Lee
- (505) 845-6617
- na-40_2trainingacademy@nnsa.doe.gov